

2 ORGANIZATION/FACILITIES/EQUIPMENT

2.1 Organization

Below is a listing of all ASB Staff and their major area(s) of responsibility. The ASB organizational structure is shown in Figure 2-1. Figure 2-2 depicts the ASB as it fits into the total operation of the Science and Ecosystem Support Division. Staff signatures and initials are kept on file by the ASB secretary.

2.1.1 Analytical Support Branch - Staffing

Immediate Office

<u>Name</u>	<u>Years Exp.</u>	<u>Principal Duties</u>
Charles H. Hooper	31	Branch Chief
Myron Stephenson	33	Technical Authority, Branch QA Officer , ASB RLIMS Coordinator
Debbie Colquitt	24	Sample Control Coordinator, Sample Custodian
Vivian Outen	28	Branch Secretary

Inorganic Chemistry Section

<u>Name</u>	<u>Years Exp.</u>	<u>Principal Duties</u>
Jenny Scifres	13	Section Chief
Daniel Adams	10	Nutrients/Classicals
Sandra Sims	12	Metals
Pam Betts	15	Nutrients
Anthony Carroll	15	Nutrients/Classicals
Roberta Howes	7	Mercury and Metals Analyses
Judy Sophianoloulos	16	Metals
John Thomason	13	Nutrients/Classicals
Francine VanCuron	12	Metals
Mike Wasko	23	Technical Authority, Lead Analyst Metals Work Unit
Terri White	23	Metals and Mercury, Branch Safety Officer

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Organic Chemistry Section

<u>Name</u>	<u>Years Exp.</u>	<u>Principal Duties</u>
Bill Cosgrove	24	Section Chief
Frank Allen	31	Volatile Organic Analyses (VOA)- Technical Authority, Lead Analyst - Volatile Organics/GC/MS Work Unit
Sallie Hale (.8FTE)	23	Volatile Organic Analysis
Dennis Revell	31	SemiVolatile Organic Analysis/ Technical Authority, Lead Analyst - for Semi-Volatile Organic/GC/MS Work Unit
Arthur Burks	32	SemiVolatile Organics Analyses
Lavon Revells	35	Pesticide/PCB Analysis; Technical Authority, Lead Analyst - Pesticide/PCB Analysis/GC Work Unit
Lilia Melendez	18	Pesticide/PCB Analysis
Dorothy Peltier	18	Pesticides/PCB Analysis
Sam Dutton	23	Sample extraction/preparation; Lead Analyst - Organic Extraction Work Unit
Jose Rios	18	Sample extraction/preparation
Elaine Seymour	30	Volatile Organic Analysis- SESD Chemical Hygiene Officer

2.2 Roles and Responsibilities

2.2.1 Branch Chief

2.2.1.1 Has the ultimate and overall responsibility for the development, implementation, approval, and continued operation of the Branch Quality Assurance System.

2.2.1.2 The authority and responsibility for day-to-day management of the QA/QC system is delegated to the Branch Quality Assurance Officer (QAO).

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2.2.1.3 The authority and responsibility for the daily oversight of quality control activities is delegated to Section Chiefs and Lead Analysts.

2.2.1.4 Provides leadership that promotes a work culture that stresses the importance of safety, integrity, data quality and customer service.

2.2.1.5 Assures that qualified analysts and support staff are assigned to the laboratory and that all staff are properly trained to perform their duties.

2.2.2 Branch Quality Assurance Officer (QAO)

2.2.2.1 Reports directly to the Branch Chief and has the delegated responsibility and authority for the implementation, management, and maintenance of the Quality Management System of the Branch.

2.2.2.2 Serves as the focal point for all QA/QC activities within the Branch.

2.2.2.3 Initiates and leads technical system reviews (TSR) of work units within the Branch. Audit schedules should be such that each analytical work unit is included in the audit cycle at least once every three years or less. Findings are documented in an audit report to the Branch Chief with copies to the appropriate Section Chief. Audit reports and subsequent corrective actions are maintained by the QAO in a QA file. For those occasions when the laboratory is audited by external organizations, the Branch QAO, with concurrence of the Branch Chief, may determine that the external audit meets the requirements for a given time period. For these instances the internal audits will be scheduled as deemed the most effective for maintaining efficient operations and for appropriate checks on the total quality system and technical work units.

2.2.2.4 Works with Section Supervisors in determining the adequacy of corrective actions to all audits (both internal and external).

2.2.2.5 Performs periodic spot checks (in addition to or in conjunction with the annual TSR) of project files to ensure that all proper documentation and QC activities were performed. The spot checks shall be documented and any problems communicated with the appropriate Section Chief and appropriate technical staff.

2.2.2.6 Maintains QA files with all appropriate documentation to include:

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Special Issue Studies (e.g. troubleshooting blank contamination; etc).

New method/technology validation studies

Documents requiring QAO signature/approval

Copies of all audit reports

Performance testing records

Files of NIST traceability for weights/thermometers/volumetric syringes/etc.

Records and Documentation of:

- Demonstration of Capability (DOCs) ;

- Method Detection Limits (MDLs) ;

- Instrument Detection Limits (IDLs) ;

- Summaries of Spikes, replicates, surrogates, and updates of acceptance limits;

Raw analytical data used in the generation of the above documentation shall be maintained within the respective analytical sections by the Section Chief or designee. See also Document Control and File Management, Chapter 4.

2.2.2.7 Performs periodic verification of primary standard prep and external verification of the standards. (A separate check or in conjunction with the periodic Technical Systems Review).

2.2.2.8 Reviews and approves all Branch SOP and QA Manual updates and submits to Branch Chief for final approval.

2.2.2.9 Initiates and coordinates external PE studies for all Branch analytical operations.

2.2.2.10 Advises Branch Management concerning QA/QC issues.

2.2.3 Section Chiefs

As the first line supervisor, Section Chiefs:

2.2.3.1 Are responsible for all data produced by the analytical units within their Section;

2.2.3.2 Are responsible for performing a final overview of each work product (data, written reports, etc.) to ensure that all quality control

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information is complete, properly utilized, documented and maintained within the various analytical work units of their Section;

2.2.3.3 Have the authority for final Branch release of production data from their Section. May delegate this authority for periods of absence;

2.2.3.4 Monitor all Section work activities with the help of Lead Analysts;

2.2.3.5 Ensure that appropriate actions are taken as a result of quality control indicators. Ensure that appropriate corrective actions are taken within their analytical work units as a result of internal and external audits;

2.2.3.6 Review and approve all Section SOP and QA Manual updates and then submit to QAO and Branch Chief for final approvals;

2.2.3.7 Monitor and coordinate section workloads and acceptance of work.

2.2.3.8 Ensure that individual project files are generated and maintained in accordance with Branch Policies and other appropriate file management requirements.

2.2.4 ASB Staff - General

2.2.4.1 Responsible for having a general knowledge of the Branch and Divisional policies and procedures including health and safety, data integrity, and waste disposal.

2.2.4.2 Responsible for having a working knowledge of analytical methodologies used within their work areas.

2.2.4.3 Responsible for having a working knowledge of all policies, procedures, and QC activities within their respective work areas and insuring that documentation of work performed is complete, accurate, and that analytical data is properly reported.

2.2.4.4 Responsible for notifying their immediate supervisor of any issues/problems with any work products.

2.2.4.5 Responsible for maintaining and following appropriate SOPs for their work areas.

2.2.5 ASB Staff - Lead Analysts

2.2.5.1 Each Section of the Branch is comprised of distinct working units. For each analytical work unit there is a designated Lead Analyst. While this is not a supervisory position, Lead Analysts are assigned technical oversight responsibilities to assist the Section Chief and may be called upon to assist the Section Chief with work scheduling issues.

2.2.5.2 Serves as the primary technical contact on analytical issues or questions pertaining to their specific expertise.

2.2.5.3 Provides daily oversight of the technical activities within their work unit; ensures that QA/QC actions are in accordance with sound technical practices and follow procedures of the ASB Lab Operations and Quality Assurance (LOQA) Manual.

2.2.5.4 Ensures that appropriate corrective actions are taken based on quality indicators from the analyses within their work unit.

2.2.5.5 Communicates regularly with ASB QAO and other lead analysts on technical issues and problems.

2.2.6 ASB Staff - Primary Analyst

2.2.6.1 The primary analyst is defined as the staff analyst performing a test on a given date and time.

Primary Analysts shall:

2.2.6.2 Follow appropriate analytical methodologies and standard procedures;

2.2.6.3 Ensure that all appropriate QC activities are performed as designated by the method and/or the ASB LOQA manual;

2.2.6.4 Ensure that all analytical activities are properly documented as specified by the method and/or the ASB LOQA manual;

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2.2.6.5 Ensure that appropriate actions are taken when quality control indicators do not meet established criteria and assures that necessary corrective action is implemented;

2.2.6.6 Ensure the complete and accurate recording of all individual analytical data points and that data qualifier flags and explanatory footnotes are properly placed. There shall be an analytical check list that ~~it~~ outline the primary analysis and secondary review. This form must be completed and signed by the primary analyst. All documentation shall be placed in the project file.

2.2.7 ASB Staff - Secondary Analyst (Data Verification)

2.2.7.1 The Secondary Analyst for data verification may be the Lead Analyst or another staff analyst that is qualified to perform the method being checked. It is the responsibility of the Secondary Analyst **to perform a complete and thorough cross check** of all details associated with the data being verified.

The Secondary Analyst shall:

2.2.7.2 Ensure that appropriate analytical methodologies and standard procedures were followed;

2.2.7.3 Ensure that all appropriate QC activities were performed as designated by the method and/or the ASB LOQA manual;

2.2.7.4 Ensure that all analytical activities are properly documented as specified by the method and/or the ASB LOQA manual;

2.2.7.5 Ensure that appropriate actions were taken as a result of quality control indicators;

2.2.7.6 Ensure the complete and accurate recording of all individual analytical data points and that data qualifier flags and explanatory footnotes are properly placed.

2.2.7.7 The secondary review documentation may be made directly to the raw data and original records and shall consist of the date of the review and initials/signature of the individual performing the review. If any errors are noted the corrections should show clearly on the raw data and shall have

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the initials of the reviewer and date of the correction. Additionally, there shall be an analytical check list that will outline the primary and secondary review process and this form must be completed and signed as well. All documentation shall be placed in the project file.

2.2.8 Environmental Services Assistant Team (ESAT) Laboratory Support

2.2.8.1 Analytical support is often obtained through the Environmental Services Assistant Team contract. The ESAT team is located on site within the ASB laboratory areas with space assigned specifically to them. Work is assigned by EPA Work Assignment Managers to ESAT staff through technical direction documents and work unit documents following all contractual rules and regulations. ESAT personnel are expected to be familiar with the ASB LOQA Manual and to follow the policies and practices contained therein.

2.2.9 ASB Staff - Work Assignment Managers (WAMs)/ Task Order Project Officers (TOPOs)

2.2.9.1 Several ASB Staff are assigned a collateral duty of WAMs/TOPOs for the ESAT contract. As such they are required to be current on all required training and to follow all rules and regulations of the contracting process. WAMs/TOPOs or their designee make work assignments to ESAT as needed. Each WAM/TOPO (or their designee) is responsible for receiving the work products from the ESAT staff, performing an appropriate review of the work performed and insuring that it is appropriately entered into the LIMS and subsequently reported. The "WAM/TOPO Final Review Checklist for ESAT Work Products" form should be completed and included in the project file along with the appropriate "Project Data Verification Form - ESAT" form. Each data package should be reviewed at a minimum to:

2.2.9.1.1 Ensure that appropriate analytical methodologies and standard procedures were followed;

2.2.9.1.2 Ensure that all appropriate QC activities were performed as designated by the method and/or the ASB LOQA manual;

2.2.9.1.3 Ensure that all analytical activities are properly documented as specified by the method and/or the ASB LOQA manual;

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2.2.9.1.4 Ensure that appropriate actions were taken as a result of quality control indicators;

2.2.9.1.5 Ensure the complete and accurate recording of all individual analytical data points and that data qualifier flags and explanatory footnotes are properly placed.

2.2.9.1.6 Project file contains, or references, location of all necessary information including raw data, calibrations, extraction logs, standards, run logs, and dilutions.

2.2.9.1.7 Data have been entered and verified in R4LIMS and if qualified contain the appropriate remarks to show reason(s) for qualification.

2.3 Facilities

2.3.1 The current facilities were completed and occupied at the end of 1996. The facility includes a full service analytical laboratory operation with all supporting equipment and space. The total facility consists of approximately 55000 net usable square feet, a little less than a third of which is occupied by the Analytical Support Branch. This includes 9 Organic Laboratories, 10 Inorganic Laboratories and office space for the staff. The facility is a build lease through the General Services Administration and is rented for 20 years with 2 additional 10 year options. Operation and maintenance of the facility is the responsibility of the lessor through GSA. SESD (not within ASB) has one FTE dedicated to facility issues, coordinating maintenance and operations with GSA and the lessor.

2.4 Equipment

2.4.1 Inventory

ASB has an inventory of state-of-the-art analytical equipment. Separate listings of major analytical instrumentation for the ICS and OCS are maintained on the EPA, SESD Local Area Network (LAN). The files are in the K:\ASB\Forms\Branch subdirectory as "ASB-Equipment Inventory - ICS..." and "ASB-Equipment Inventory - OCS...". The date of the latest update to the file is appended to the file name.

2.4.2 Maintenance/Service

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Proper maintenance of laboratory instrumentation is a key ingredient to both the longevity of the useful life of the instrument, as well as, providing reliable analyses. Maintenance and service requires an alert analytical staff that recognizes the need for equipment maintenance coupled with support services provided either by in-house staff or by vendor technicians.

2.4.2.1 All staff members have the responsibility for insuring that primary maintenance is carried out on instrumentation. The primary elements of the equipment maintenance program include:

2.4.2.1.1 All major equipment receives a daily check for such things as: cooling fan operation, pump operation, indicator readings, mechanical checks, clean air filters, etc.

2.4.2.1.2 Routine preventive maintenance on all major equipment is performed as needed;

2.4.2.1.3 Records are kept in maintenance logs for all repairs;

2.4.2.1.4 Instrument utilization records are maintained in the form of analysis logs;

2.4.2.1.5 A conservative inventory of critical spare parts is maintained for high-use instrumentation;

2.4.2.1.6 Vendor produced operation and maintenance manuals (where available) are maintained for all laboratory instrumentation.

Figure 2-1

ANALYTICAL SUPPORT BRANCH

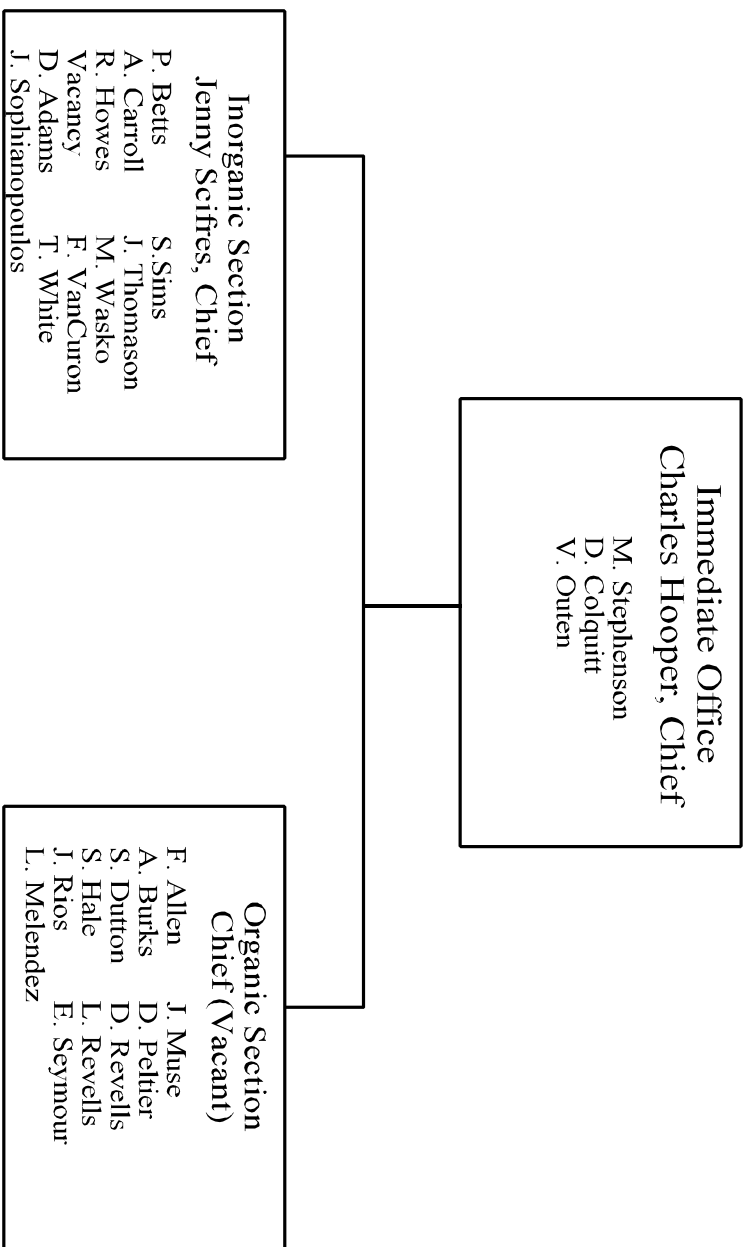


Figure 2-2
Science and Ecosystem Support Division

